

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

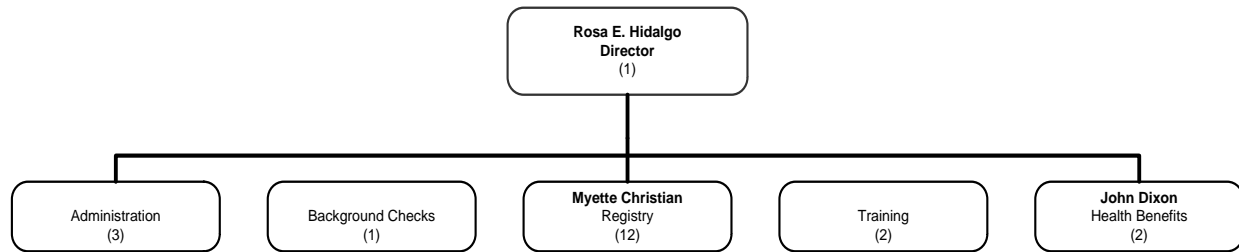
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MISSION STATEMENT

San Bernardino County In-Home Supportive Services Public Authority improves the availability and quality of Homecare in the County of San Bernardino.



ORGANIZATIONAL CHART



2010-11 AND 2011-12 ACCOMPLISHMENTS

- The Public Authority of San Bernardino County partnered with the Workforce Investment Board (WIB) in a program nominated, and awarded a 2011 National Association of Counties (NACo) award. The In-Home Supportive Services Live Scan Assistance program funded the cost through the WIA program for background investigations and fingerprinting for 2,380 caregivers allowing them to retain their employment.
- The Criminal Background Unit processed over 6,000 criminal background reports to comply with State of California's In-Home Supportive Services Public Authority (IHSS) fraud initiative.
- Increased Registry provider cadre in hard to serve County areas by 25%.
- Provided training to over 300 new providers to meet the required experience criteria to be an IHSS Public Authority Registry provider. Participants increased their knowledge base 40% upon completion of the course.
- Increased the number of registry providers calling in to update their availability and profile by 80%.
- Hosted two caregiver Appreciation Day events in the cities of Victorville and Rialto honoring over 325 homecare providers.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

GOAL 1: INCREASE ACCURACY OF PROVIDER INFORMATION.

Objective: Develop and implement provider update process to increase accuracy of provider information sent to In-Home Supportive Services Public Authority (IHSS) recipients.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of Providers calling in monthly to update their information.	NA	40%	80%	85%	100%

In July of 2010, the Registry Unit identified provider information was outdated and as a result providers were not being hired due to inaccurate availability information. The Registry Unit has been aggressively working on mandatory monthly provider updates to keep provider information up to date and to provide more accurate information to IHSS recipients.

GOAL 2: INCREASE PROVIDER TRAININGS.

Objective: Provide the National Caregiver trainings to IHSS providers in order to enhance their skills while serving the elderly and disabled.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of registry providers attending National Caregiver Training Program (NCTP).	NA	20%	25%	40%	50%

As part of the ongoing trainings provided by the Public Authority, The National Caregiver Training Program has been incorporated into our Registry criteria. Providers that do not meet the required work experience to become a registry provider are given the option of completing the four week National Caregiver Training program. This training program enhances provider skills to provide higher quality care to IHSS recipients and assist them to remain safely in their homes instead of being institutionalized.



SUMMARY OF BUDGET UNITS

	2012-13					
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget	Staffing
<u>Special Revenue Fund</u>						
In-Home Supportive Services Public Authority	7,131,007	5,716,638		1,414,369		21
Total Special Revenue Fund	7,131,007	5,716,638		1,414,369		21

5-YEAR APPROPRIATION TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
In-Home Supportive Services Public Authority	6,000,138	5,874,360	8,252,118	7,038,900	7,131,007
Total	6,000,138	5,874,360	8,252,118	7,038,900	7,131,007

5-YEAR REVENUE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
In-Home Supportive Services Public Authority	4,594,266	4,467,037	6,841,463	5,625,138	5,716,638
Total	4,594,266	4,467,037	6,841,463	5,625,138	5,716,638

5-YEAR FUND BALANCE TREND					
	2008-09	2009-10	2010-11	2011-12	2012-13
In-Home Supportive Services Public Authority	1,405,872	1,407,323	1,410,655	1,413,762	1,414,369
Total	1,405,872	1,407,323	1,410,655	1,413,762	1,414,369



In-Home Supportive Services Public Authority

DESCRIPTION OF MAJOR SERVICES

The In-Home Supportive Services (IHSS) program was created in 1973 to serve elderly, blind, and/or disabled individuals who are not able to remain safely in their home without assistance. Section 12302.25 of the Welfare and Institutions Code (WIC) mandates that each county, on or before January 1, 2003, must act as, or establish an employer of record for collective bargaining purposes for IHSS care providers. The IHSS Public Authority (PA) was established to comply with this mandate.

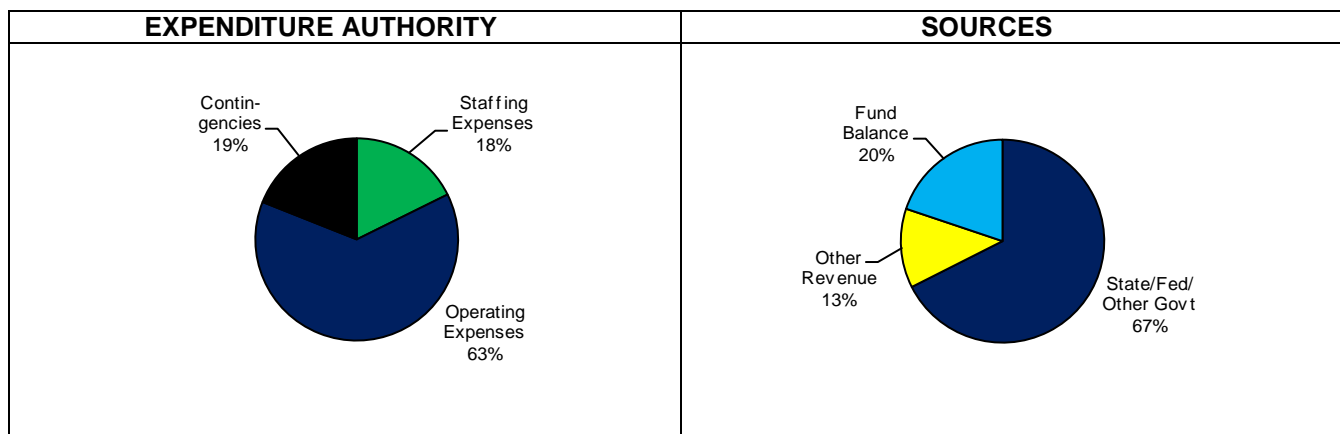
Budget at a Glance

Total Expenditure Authority	\$7,131,007
Total Sources	\$5,716,638
Fund Balance	\$1,414,369
Total Staff	21

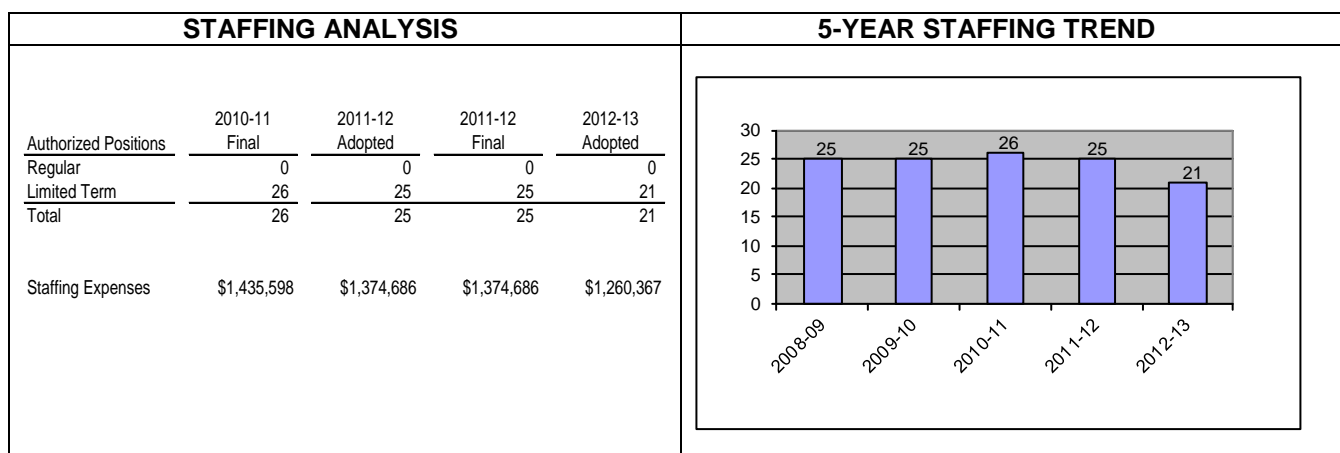
In addition to its role in collective bargaining, the IHSS PA is required by WIC to provide the following mandated services:

- Establish a registry of potential providers.
- Investigate the background and qualifications of potential care providers.
- Refer potential care providers from the registry to IHSS consumers upon request.
- Provide training for both IHSS care providers and consumers upon request.
- Perform other functions related to the delivery of IHSS as designated by the governing board.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Other Agencies
DEPARTMENT: IHSS - Public Authority
FUND: IHSS - Public Authority

BUDGET UNIT: RHH 498
FUNCTION: Public Assistance
ACTIVITY: Other Assistance

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,353,973	1,353,120	1,435,598	1,227,771	1,374,686	1,260,367	(114,319)
Operating Expenses	2,548,671	3,104,021	4,179,543	3,535,668	4,311,668	4,518,094	206,426
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	1,352,546	1,352,546	0
Total Exp Authority	3,902,644	4,457,141	5,615,141	4,763,439	7,038,900	7,131,007	92,107
Reimbursements	0	(13,769)	0	(1,202)	0	0	0
Total Appropriation	3,902,644	4,443,372	5,615,141	4,762,237	7,038,900	7,131,007	92,107
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	3,902,644	4,443,372	5,615,141	4,762,237	7,038,900	7,131,007	92,107
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	3,214,610	3,709,778	4,850,185	3,912,502	4,723,826	4,816,416	92,590
Fee/Rate	0	3,084	0	0	0	0	0
Other Revenue	28,483	(76,035)	768,064	850,341	901,312	900,222	(1,090)
Total Revenue	3,243,093	3,636,827	5,618,249	4,762,843	5,625,138	5,716,638	91,500
Operating Transfers In	661,002	809,877	0	0	0	0	0
Total Sources	3,904,095	4,446,704	5,618,249	4,762,843	5,625,138	5,716,638	91,500
Fund Balance					1,413,762	1,414,369	607
Budgeted Staffing					25	21	(4)

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses is decreasing by \$114,319 as a result of eliminating 4 vacant positions. Operating expenses will be increasing by \$206,426 primarily due to increased health benefit payments as a result of anticipated increased federal funding.

State, federal or government aid revenue will increase by \$92,590 as a result of Community First Choice Options (CFCO) which allows for greater federal reimbursement.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$1.3 million fund 21 budgeted positions.

Operating expenses of \$4.5 million include annual registry and provider health benefits databases licensing and maintenance, provider and staff training, provider background investigations and finger printing, Countywide Cost Allocation Plan charges (COWCAP) and payments for provider health benefits.

Contingencies of \$1.4 million represents the amount of fund balance required to be set aside to guarantee appropriate cash flow due to retroactive reimbursements from federal and state funding sources.

State, federal or government aid revenue of \$4.8 million represents the federal and state mandated share of Public Authority expenditures.

Other revenue of \$900,222 represents the net County share required to match federal and state funding for this program. The net County share is funded with social services realignment.



STAFFING CHANGES AND OPERATIONAL IMPACT

There are 4 vacant positions being eliminated in 2012-13.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	0	4	4	4	0	0	4
Background Checks	0	1	1	1	0	0	1
Health Benefits	0	2	2	2	0	0	2
Registry	0	12	12	12	0	0	12
Training	0	2	2	2	0	0	2
Total	0	21	21	21	0	0	21

Administration	Background Checks	Health Benefits
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Contract Executive Director	1 Contract Office Assistant III	1 Contract Staff Analyst I
1 Contract Fiscal Assistant	1 Total	1 Contract Office Assistant III
1 Contract Staff Analyst I		2 Total
1 Contract Office Assistant III		
4 Total		
	Registry	Training
	<u>Classification</u>	<u>Classification</u>
	1 Contract Administrative Supervisor I	2 Contract Office Assistant III
	4 Contract Office Assistant II	2 Total
	2 Contract Office Assistant III	
	2 Contract Social Worker I	
	3 Contract Social Worker II	
	12 Total	

